

REMOTE WORK POLICY

Certain positions and departments at the college are able to allow employees to work remotely. When performing remote work the following procedures should be followed accordingly:

- All work must comply with current St. Olaf College policies, procedures and guidelines as well as all applicable city, state and federal laws.
- Work must be completed in the state of Minnesota and in an environment with minimal distraction. Any exceptions to working in the state of Minnesota must be approved by the President's Leadership Team member responsible for the employee's division in conjunction with Human Resources.
- The College's standard hours of operation are defined in the Staff Handbook. Employees will need to have the supervisor's approval of their work schedule in order to work outside of the College's standard hours of operations. Employees are encouraged to take their normal 15-minute paid breaks and unpaid lunch as outlined in Meal Periods policy identified in the Staff Handbook. Exceptions to work schedule will be considered with supervisor and VP.
- Staff must be available via chat, email and/or phone call during working hours identified above. Technology used college-wide includes: Google Meet, Zoom, and Zulu Desktop Phone. If an employee chooses to use their personal cell phone, no allowance will be provided.
- Each employee is expected to meet job commitments and responsibilities. Work productivity will be monitored by the supervisor.
- The college will not incur any additional costs with remote work arrangements including but not limited to phone, Internet, ergonomic furnishings or extra technologies.
- Employees are required to maintain a safe workplace.
- Non-exempt employees are required to log hours worked in the Time Entry System.
- Technology Needs:
 - Typically, personal computers may not be used to perform remote work, especially when specialty software is required. Do not store data on a personal device that could be a security risk.
 - An Internet connection is required.
 - A VPN Business connection may be needed to perform some aspects of work.
- Remote work may not be a permanent work arrangement.
- This policy is subject to change at any time by St. Olaf College, with or without notice.